

-Vacancy Announcement –

The Housing and Community Development Authority is accepting resumes for a Real Estate Production Analyst in the Real Estate Department.

To be considered for this position, applicants must:

E-mail a resume, cover letter, and a one to three page professional writing sample to Carmen Lethig at clethig@ihcda.in.gov with the title of the position in the e-mail subject line.

Additionally, candidates will also need to apply to job ID 591748 via the state's job bank at www.IN.gov/spd . To apply, click on:

- Employment Opportunities
- Apply Now
- Register now

The position offers a competitive salary, commensurate with relevant education and work experience. This position is housed in IHCD's Indianapolis headquarters and applications are being accepted until further notice.

Please see next page for job description.

IHCDA**Job Expectations**

Title	Real Estate Production Analyst	Exempt
Reports to	Real Estate Production Manager	Date last revised: May 2013
Supervises	N/A	
Summary	The Real Estate Production Analyst contributes to fulfilling the IHCDA mission and meeting strategic and annual IHCDA operational and program goals by allocating and overseeing the implementation of federal and state funds that consist of a wide range of moderately complex established procedures and guidelines. A high level of precision, accuracy and attention to detail is required in order to resolve routine problems.	
Evaluation of performance	Performance will be evaluated based on achieving key outcomes described in this job description, including specific goals, deadlines, and other quality indicators; working effectively in a team environment; interacting positively with partners and demonstrating customer service; and working efficiently and effectively within required specifications, policies, and standards established by IHCDA and its associated governing entities.	

<p>Key outcomes expected</p>	<p>Provide technical assistance to communities, for profit and not-for-profit organizations for the development of affordable housing and community development throughout the State of Indiana.</p> <ul style="list-style-type: none"> • Schedule and attend informal meetings regarding the application and funding process of the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), rental housing tax credits (RHTC) and the Multifamily Tax-exempt bond (bonds) programs. • Respond in a helpful and timely manner to inquires, either by phone, electronically, or in person, from customers, intermediaries, locally elected officials, and other interested parties of affordable housing. • Ensure customers have a clear understanding of the allocation and application processes by conducting presentations. <ul style="list-style-type: none"> ▪ Research regulatory and programmatic issues. ▪ Review and process modification requests. <p>Review Application submissions based on established criteria:</p> <ul style="list-style-type: none"> ▪ Respond with technical assistance to applicants who fail to meet the established criteria. ▪ Ensure award agreements and board memos are error free. ▪ Ensure all due diligence criteria is evaluated and complete. ▪ Conduct site visits. <p>Prepare and ensure the accuracy of various Internal Revenue Service (IRS) forms and reports including the Reservation Letter, Lock-In Agreements, Carryover Agreement, and 150 Day Requirements, 10% Test, and Semi-Annual Progress Reports.</p> <p>Accurately prepare in a timely manner general correspondence including memos to IHCD Board of Directors, award notifications, documentation requests, etc.</p> <p>Review development modification requests and present to the request to the Real Estate Development Department with multiple options and a recommendation.</p> <p>Actively participate in the annual review of IHCD application policy and procedures including but not limited the CDBG and HOME programs and the Qualified Allocation Plan (QAP).</p> <ul style="list-style-type: none"> • Attend and take notes in roundtable discussions. • Actively participate in internal discussions with ideas and suggestions. • Accurately make changes and updates to policy and procedures. <p>Represent IHCD on external committees or panel discussions as assigned by the Real Estate Production Manager and the Director of Real Estate Department.</p> <p>Timely and accurately enter required information into the Weekly Tracking Report.</p> <p>Positively represent IHCD and the Real Estate Development Department at ground breaking or grand opening ceremonies.</p> <p>Write Real Estate Department (RED) Notices.</p> <p>Perform other duties and responsibilities, as assigned.</p>
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Critical skills, knowledge, and behaviors	<p>Demonstrates effective verbal and written communication skills.</p> <p>Able to effectively communicate with a variety of individuals with diverse backgrounds, education, and economic levels.</p> <p>Demonstrates strong presentation skills. Can facilitate both large and small group presentations.</p> <p>Demonstrates customer service orientation.</p> <p>Able to think logically and analytically.</p> <p>Proactive in anticipating and alerting others to problems with projects or processes.</p> <p>High detail orientation and accuracy.</p> <p>Takes initiative and needs little supervision.</p> <p>Able to prioritize, organize tasks and time, and follow up.</p> <p>Performs responsibilities efficiently and timely.</p> <p>Able to juggle multiple requests and meet multiple deadlines.</p> <p>Able to work well in a team environment and as part of a team.</p> <p>Proficient in basic computer skills, i.e. Microsoft Word, Excel, Internet usage (e-mail).</p>
Education, experience, degrees, licenses	<p>Prefer Bachelors degree in finance, accounting, business, public administration, planning, or real estate development and 3-5 years relevant job experience in the field of affordable housing, real estate development, real estate finance, community development, or private sector housing.</p> <p>Certified as a HOME Specialist</p> <p>Certified as a LIHTC Specialist (C3P, HCCP, TaCCs)</p>
Work environment and physical demands	<p>Work is performed in an office environment.</p> <p>Must be able to work proficiently with computers and other office equipment.</p> <p>Requires employee to visit off-site locations through the State of Indiana periodically throughout the year.</p>

IHCDA is an Equal Employment Opportunity employer and will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, disability or veteran status. IHCDA will take affirmative action to ensure that all qualified applicants receive consideration for employment and employees are treated during employment, without regard to their race, color, religion, sex, national origin, disability or veteran status, including, but not limited to, employment, promotion, transfer, recruitment, layoff, termination, rates of pay, and selection for training.